

**Indiana Public Defender Council  
Paralegal  
Juvenile Defense Office**

The paralegal will be hired on a contractual basis over a two year period of the grant to assist the project with paralegal and other support functions. The paralegal will be responsible to the Project Director of the Smart on Crime Juvenile Defense Improvement Implementation grant.

The paralegal will:

- Work with the Post-Disposition Unit Coordinator to establish a protocol within DOC which will identify and provide orientation to youth entering DOC facilities or who otherwise request an attorney for post-dispositional assistance
- Maintain accurate data and records on youth contacts, needs and requests and ensure service requests are timely handled.
- Interview youth coming into DOC to provide orientation about the legal needs and to screen for appellate cases.
- Assist with obtaining youth records, and ensuring counsel is identified for appeals.
- Assist with other project responsibilities as able such as data collection and analysis, record keeping, and other administrative tasks to support the work of the project and project staff.

The project paralegal will be hired at a rate of \$25/hour for 2000 hours over the two year grant period for a total of \$50,000. Qualified individuals should possess a minimum of two years of paralegal experience, have excellent writing and verbal skills, and have access to reliable transportation for in-state travel.

**Send Resume and cover letter by November 18, 2016 to:**

Amy Karozos, Indiana Public Defender Council  
309 W. Washington Street, Suite 401  
Indianapolis, Indiana 46204  
Or by email to: [akarozos@pdc.in.gov](mailto:akarozos@pdc.in.gov)